



## City of Long Beach Employment Opportunity

### **HOUSING ASSISTANCE COORDINATOR**

Job Number: C39NN-18

**SALARY:** \$27.22 - \$37.01 Hourly

**OPENING DATE:** 08/17/18

**CLOSING DATE:** 08/31/18 04:30 PM

### **DESCRIPTION:**



**Accepting online applications only. Apply online 24 hours a day, August 17, 2018 through 4:30 p.m., August 31, 2018.**

### **EXAMPLES OF DUTIES:**

Under direction, supervises personnel and/or coordinates activities in housing assistance programs under the Housing Authority; researches current and proposed federal laws and guidelines for housing assistance programs; conducts audits of Housing Authority processes and programs; troubleshoots, participates, or advises in the most difficult cases involving eligibility, HAP calculations, rent negotiations and placement determinations; acts as liaison with the community and maintains communication with owners of assisted housing units; receives and resolves the most difficult complaints from applicants, tenants, owners, and other citizens regarding housing assistance programs; recommends procedures to enhance productivity and the level of service to the public; trains, supervises, and evaluates the work of personnel assigned to housing assistance programs under the Housing Authority; supervises or conducts briefing sessions for various housing assistance programs; may assist as a housing representative during the tenant grievance appeal process; assists with monthly bi-weekly Housing Assistance Payment process as well as collections, bank reconciliations; may perform and oversee program functional area; may prepare or coordinate preparation of reports for submission to the U.S. Department of Housing and Urban Development, city departments or agency partners; may make presentations at community meetings; be available during business hours to meet deadlines, client needs and handle day to day operations related to program administration; performs other related duties as required.

### **REQUIREMENTS TO FILE:**

**Candidates must qualify with one of the requirements below:**

- Bachelor's degree from an accredited four-year college or university in Public Health, Public Administration, Social Work, or Business Administration or a closely related field (**proof required**) \* **AND** Two years paid full-time equivalent professional experience involving increasingly responsible work in implementing occupancy, eligibility, grant reporting and/or quality assurance for a public housing agency;

**OR**

- Associates Degree from an accredited college or university in Social Sciences, Health Sciences, Human Services, or a closely related field **(proof required) \* AND** four years of paid full-time equivalent professional experience involving increasingly responsible work in implementing occupancy, eligibility, grant reporting and/or quality assurance for a public housing agency;

**OR**

- Six years of paid full-time equivalent professional experience involving increasingly responsible work in implementing occupancy, eligibility, grant reporting and/or quality assurance for a public housing agency;

**Additional Requirements to File:**

- Ability to:
  - Effectively assign, direct and supervise the work of others;
  - Communicate effectively, both orally and in writing.
- Willingness to work overtime and occasional weekend hours as required.
- If appointed, candidates will be required to attend City paid training and obtain certification in Housing Choice Voucher (HCV) Program Management prior to the completion of the probationary period.
- Knowledge of the Section 8 Housing Choice Voucher programs including interviewing, HAP (Housing Assistance Payment) calculations, inspecting and reporting requirements.
- A valid motor vehicle operator license may be required by the hiring department at the time of selection.

**\*Proof of required documents, such as degrees or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency.**

**DESIRABLE QUALIFICATIONS:**

Supervisory experience in implementing occupancy, eligibility, grant reporting and quality assurance for a public housing agency. Experience in Veterans Affairs Supportive Housing (VASH), Continuum of Care/Shelter Plus Care (CoC/SPC), Project Based Vouchers (PBV), Housing Opportunities for Persons with AIDS (HOPWA) and Family Self-Sufficiency.

**SELECTION PROCEDURE: EXAMINATION WEIGHTS:**

Application Packet.....Qualifying

This examination will be conducted using a non-competitive procedure. All applicants meeting the minimum requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first and then in the order in which applications were filed.

**If you do not receive notification within two weeks of filing, please contact the Civil Service Department at (562) 570-6202.**

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.



This information is available in an alternative format by request at (562) 570-6202.

If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer

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This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/longbeach>

Civil Service Department  
 333 W. Ocean Blvd., 7th FL  
 Long Beach, CA 90802  
 (562) 570-6202

[civilservice@longbeach.gov](mailto:civilservice@longbeach.gov)

Position #C39NN-18  
 HOUSING ASSISTANCE COORDINATOR  
 MM

### HOUSING ASSISTANCE COORDINATOR Supplemental Questionnaire

- \* 1. **INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about your qualifications for the position of Housing Assistance Coordinator. This form will serve as the basis for qualifying candidates to be invited to participate in the Appraisal Interview. Be specific and detailed in your responses. Resumes will not be considered as part of the Civil Service application process and will not be substituted for the required application and supplemental application. Do not state "see resume" in lieu of answering the questions. Do you understand the information stated in the "Instructions" section above?
- ☐ Yes ☐ No
- \* 2. **REQUIREMENTS TO FILE:** Please select from the following statements which best describes your qualifications to file for the position of Housing Assistance Coordinator:
- ☐ Bachelor's degree from an accredited four-year college or university in Public Health, Public Administration, Social Work, or Business Administration or a closely related field (proof required) \* AND Two years paid full-time equivalent professional experience involving increasingly responsible work in implementing occupancy, eligibility, grant reporting and/or quality assurance for a public housing agency.
  - ☐ Associates Degree from an accredited college or university in Social Sciences, Health Sciences, Human Services, or a closely related field (proof required) \* AND four years of paid full-time equivalent professional experience involving increasingly responsible work in implementing occupancy, eligibility, grant reporting and/or quality assurance for a public housing agency.
  - ☐ Six years of paid full-time equivalent professional experience involving increasingly responsible work in implementing occupancy, eligibility, grant reporting and/or quality assurance for a public housing agency.
  - ☐ I do not possess the requirements to file for the position of Housing Assistance Coordinator. Selecting this option will disqualify me from this position.

- \* 3. Please describe your level of experience involving increasingly responsible work in implementing occupancy, eligibility, grant reporting, and quality assurance for a public housing agency.
- \* 4. If appointed, are you willing and able to attend City paid training and obtain certification in Housing Choice Voucher (HCV) prior to the completion of the probationary period?  
☐ Yes  
☐ No
- \* 5. Do you have knowledge of the Section 8 Housing Choice Voucher programs including interviewing, HAP (Housing Assistance Payment) calculations, inspecting and reporting requirements?  
☐ Yes   ☐ No
- \* 6. Are you able to communicate effectively, both orally and in writing?  
☐ Yes   ☐ No
- \* 7. Are you willing and able to work overtime and occasional weekend hours as required?  
☐ Yes   ☐ No
- \* 8. Are you able to effectively assign, direct and supervise the work of others?  
☐ Yes   ☐ No
- \* 9. **DESIRABLE QUALIFICATIONS:** Please describe your supervisory experience. Include your level of responsibility, positions supervised, number supervised, evaluations performed, discipline imposed, and who your position reported to. If you do not possess experience, please indicated by "NONE".
- \* 10. Please describe your experience determining assisted housing participants eligibility and tenant rent. If you do not possess experience state "NONE"
- \* 11. Please describe your experience in determining reasonable rent according to HUD guidelines. If you do not possess experience state "NONE".
- \* 12. Please describe your experience communicating policies, procedures, and program information with the public, staff, and other departments, HUD, other PHAs. Please indicate what means of communication were used (i.e. verbal, written, include examples if available). If you do not possess experience state "NONE".
- 13. Please describe any additional experience, training, knowledge, skills and/or personal qualifications that relate to the position and have not been previously covered in this supplemental application.
- \* 14. Are you claiming Veteran's Preference? If yes, a copy of your DD-214 Member 4 or other appropriate documents must be uploaded to your application at time of filing.  
☐ Yes   ☐ No
- \* 15. **IMPORTANT INFORMATION:** If you are including your education as proof of meeting the requirements to file for the position of Housing Assistance Coordinator, **you must**

**attach proof of your education before you submit this application.** I understand that proof of required documents must be submitted as attachments at the time of filing. I also understand that failure to submit all required documents at time of filing will result in the application being considered incomplete.

☐ Yes ☐ No

- \* 16. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. I understand that if I am offered employment, I will be required to successfully pass a medical examination and that for certain positions, employment is contingent upon successful completion of a security investigation.

☐ Yes ☐ No

\* Required Question